

FIRE TRAINING OFFICER

(Competitive Class)

NATURE OF WORK

This is responsible work in the fire department concerned with assisting in implementing the program of the training division of the department. An employee of this class gives lectures on various subjects, prepares records, reports, and performs any function necessary to see that the program is carried out in accordance with instructions and predetermined plans.

The class of Fire Training Officer ranks immediately below the class of Assistant Chief Training Officer and receives supervision and assignments from an employee of higher rank. Supervision is exercised over employees when they are assigned to assist or receive training.

EXAMPLES OF WORK

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Give routine and technical lectures concerned with fire fighting methods, techniques, and practices to fire department employees;

Put on demonstrations, conduct drills, and give examinations to employees who are taking original or refresher training courses, in accordance with the plans of the training program;

Teaches courses in any areas of emergency medical services required to prepare department personnel to obtain or maintain emergency medical technician certification at all levels; assembles or develops training material; makes lesson plans; evaluates progress of personnel during training;

Goes to the emergency scene to review medical operations in order to incorporate needed changes into training; goes to emergency scene to evaluate work of emergency medical technician candidates;

Keep records of training sessions including type of training, attendance at sessions, and frequency of each type of session;

Attends training classes, schools, conferences, and other types of training programs for the purpose of receiving instruction on and acquiring knowledge of the most modern and accepted fire department methods and emergency medical techniques and standards;

Attends meetings of clubs, associations, schools, and other groups, for the purpose of explaining and teaching fire department

activities and functions;

Performs various related duties as assigned, required, or as indicated.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of fire fighting, fire prevention, fire fighting equipment, first aid, and rescue practices.

Thorough knowledge of the department's rules and regulations.

Ability to impart information and to effectively explain operations of fire equipment and fire fighting techniques.

Ability to prepare clear and comprehensive reports and letters concerning training matters.

Ability to conceive of, develop, and use training aids and to put on demonstrations.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must be not less than twenty-one (21) years of age.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must have at least three (3) years experience as a firefighter in a paid fire department.

Must possess and maintain State of Louisiana certification as an Emergency Medical Technician (basic or higher level of certification.)

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the

Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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